



Southern California City Clerks Association

Executive Board Meeting

**Toyota Meeting Hall
Torrance Cultural Art Center
3330 Civic Center Drive
Torrance, CA 90503**

November 19, 2009

MINUTES

CALL TO ORDER: President Flynn called the meeting to order at 8:10 a.m.

ROLL CALL:

- Joan Flynn, President
- Juana Laur, 1st Vice President (excused)
- Susan Ramos, 2nd Vice President
- Veronica Montecino, Treasurer
- Robin Roberts, Recording Secretary
- Peggy Johns, Communications Coordinator
- Theresa Devoy, Director (2nd Year) Grants
- Tamara Mason, Director (2nd Year) Job Descriptions
- LaVonda Pearson, Director (2nd Year), Networking
- Sharie Apodaca, Director (1st Year), Recognitions and Awards
- Cynthia Hernandez, Director (1st Year), Scholarships
- Kathleen Sessman, Director (1st Year), Memberships and Hospitality
- Pat Hammers, Immediate Past President (excused)

1. Approval of Minutes

The minutes of the Executive Board Meeting of September 25, 2009 were unanimously approved as written.

2. Treasurer's Report (deferred)

The Treasurer Report was deferred until Treasurer Montecino arrived.

3. Committee Reports

- **Joan Flynn, President**

In follow up to duties as 1st Vice President, President Flynn overviewed discussions that occurred related to the today's program curriculum, including general requirements of the International Institute of Municipal Clerks (IIMC) for providing point designation for attending this (and future) meetings. There was general discussion regarding meeting topics, value to membership, and importance of point designation.

- **Sharie Apodaca, Director (1st Year) Recognitions and Awards**

Director Apodaca clarified her directorship duties including the notification of achievements of membership when becoming a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC), and letters recognizing Retired City Clerks. There was discussion regarding emphasizing recognition of CMC and MMC designations including the mailing of Letters of Recognition, or other forms of congratulations to members and their City Council and City Manager.

- **La Vonda Pearson, Director (2nd Year), Networking**

Director Pearson related that she will be introducing City Clerk's new to the profession and association.

- **Kathleen Sessman, Director (2nd Year) Membership and Hospitality**

Director Sessman indicated that the Member Contact List was in the process of being updated.


Treasurer's Report

Treasurer Montecino distributed the proposed budget for the current fiscal year and *Transaction by Account* Report through October 31, 2009, noting that the Treasurer's Report through October 31, 2009 will be distributed at the General Membership Meeting for approval. She then recommended restructuring the way scholarships were provided, noting that SCCCA is in receipt of 29 scholarship applications for the current scholarship funding cycle.

General discussion ensued regarding the award of scholarships, including the need for additional time to provide adequate discussion. Due to the necessity to begin the General Membership Meeting on time, President Flynn tabled the discussion to a teleconference meeting to occur at a date uncertain.

ADJOURNMENT: The meeting was adjourned at 9:05 a.m.


Robin Roberts, MMC
Recording Secretary


Joan Flynn, CMC
President